



Position Classification

New Supervisor's Briefing



PURPOSE



- To explain Army classification policies and practices, including tools for selecting PDs and applying the Fair Labor Standards Act (FLSA)



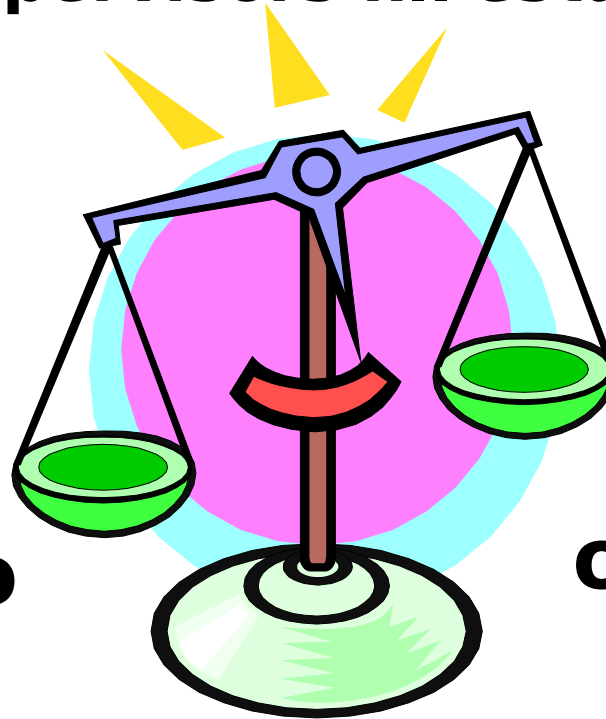
LEARNING OBJECTIVES

- **Supervisors will be able to:**
 - **Briefly explain the organizational framework for position classification**
 - **List at least 3 classification responsibilities**
 - **Select and edit a position description using Army's automation tool**
 - **Briefly explain PATCO**
 - **Locate classification standards at OPM's web site & personnel information at CPOL**
 - **Identify at least three uses for Army Regional Tools (ART)**



ORGANIZATIONAL DESIGN

Normally, supervisors fill *established* positions.



Good
organizational design
minimizes HR
problems.

Poor
organizational structure
magnifies

S HR₄

problems



DESIGN PRINCIPLES

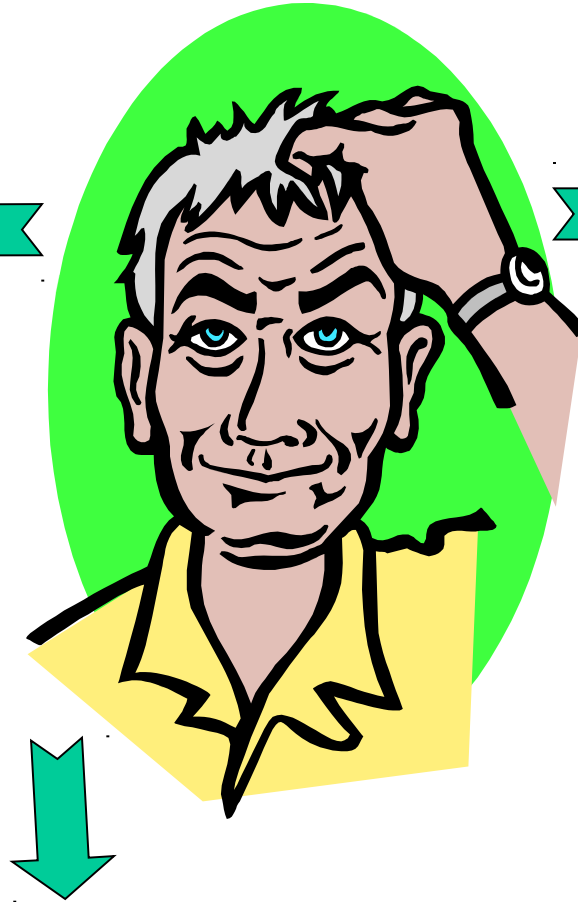
- **Organization design precedes job design**
- **Design should support mission and work force relationships**
- **Eliminate unnecessary layers**
- **Select effective supervisor-employee ratios**
- **Use appropriate patterns for organizing**
- **Avoid obvious hazards**
- **Build around teams or units, not jobs**



ORGANIZATIONAL ADVICE

Who can help?

Resource Management Directorate
on matters of efficiency or organizational structure



CPOC when complicated classification questions arise (e.g., how to classify leaders and supervisors)

CPAC on matters of job design or HR planning



ECONOMY AND EFFICIENCY

- **Commanders, directors, managers, and supervisors must design organizations that:**
 - **Use the lowest grades feasible to accomplish the mission.**
 - **Normally provide for career progression.**
 - **Eliminate excessive layers of supervision.**
 - **Avoid the assignment of employees to position descriptions that do not match the work assigned and performed.**



CLASSIFICATION FUNCTIONS

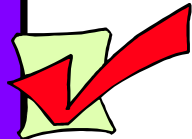
- CPOCs:

- classification processing
- apply new standards
- review appeal packages
- administer pay (including FLSA)
- assist on A-76 Studies

- CPACs:

- advise employees & managers
- conduct classification training (with from CPOC)
- assist on A-76 Studies





Classification Decisions

X Pay System	[DCA
X Manager]	
X Series/Occupation	[DCA
X Manager]	
X Grade	[DCA
X Manager]	
Title	[DCA
Manager]	
Fair Labor Standards Act	
[CPOC]	
Other codes	
[CPOC]	



DCA POLICY

- **Memo dated 17 Nov 97 (on the web)**
- **Delegation is through MACOMs to installation/activity commanders.**
- **Commanders delegate authority through management chain to lowest practical level.**
- **DCA requires training before delegation.**
- **Certain restrictions apply.**
- **If manager lacks authority, the servicing CPOC classifies position descriptions.**



DCA POLICY

- **Manager must follow laws, regulations, classification standards, and guidance.**
- **Manager uses FASCLASS, PD Library, COREDOC, & other tools.**
- **CPAC advises and trains (with CPOC).**
- **CPOC verifies PD format and classification.**
- **CPOC determines FLSA.**
- **CPAC/CPOC/Manager coordinate on any problems or issues they encounter.**



AUTOMATION TOOLS

****Always go to
<http://www.cpol.army.mil>**

- **Employment**
- **Links** - Regional
Homepages
- **Library** - PERMISS,
regs, OPM Class/Qual Stds
- **Tools** - ART, FASCLASS,
DCPDS
- **Training** - Job aids
- **AKO**





TOOL ASSUMPTIONS

PD Library and COREDOC PDs are accepted when unchanged or when they contain only minor edits (e.g., Ft. Swampy is changed to Ft. Polk).

Other PDs require closer review.

Maximum of one advisory determination from CPOC per case.



REGULATORY BASE



- **Executive Orders**
- **Title 5, USC**
- **Code of Federal Regulations (CFR)**
- **OPM classification standards or manuals**
- **DOD regulations or manuals/instructions**
- **Army regulations & policy memoranda**
- **MACOM regulations**
- **Local regulations**
- **Union agreements**



Key Terms



“Major Duty” drives HR decisions and represents the essential and basic reason for the position, either:

- 25% or more of the employee’s time, or**
- requires a significant knowledge, skill, ability that would influence recruitment.**



Key Terms



- **“Grade-Controlling Work”--**
Work that supports the grade or pay level of the position.
 - **In General Schedule, it must be at least 25% or more of the employee’s time.**
 - **In Federal Wage System, it must be *regular and recurring*.**



Pay System

- The first classification decision when you select/write a PD or plan for a new mission is to determine pay system.
- Pay system is usually obvious--white collar work vs. trade or craft work.
- OPM publications are at www.opm.gov.
- Read guidance for borderline cases.





PATCO



The second decision is to determine the career path associated with the new work:

- Professional (education requirement)**
- Administrative (other GS-5/7/9/11/12)**
- Technical/Assistant**
- Clerical**
- Other**



OCCUPATION

- OPM publishes a handbook that lists all of the established wage and GS occupations.
- There are also “01” occupational codes for miscellaneous positions.
- Review the occupational codes at <http://www.opm.gov>.
- Select index, classification, and follow the links.





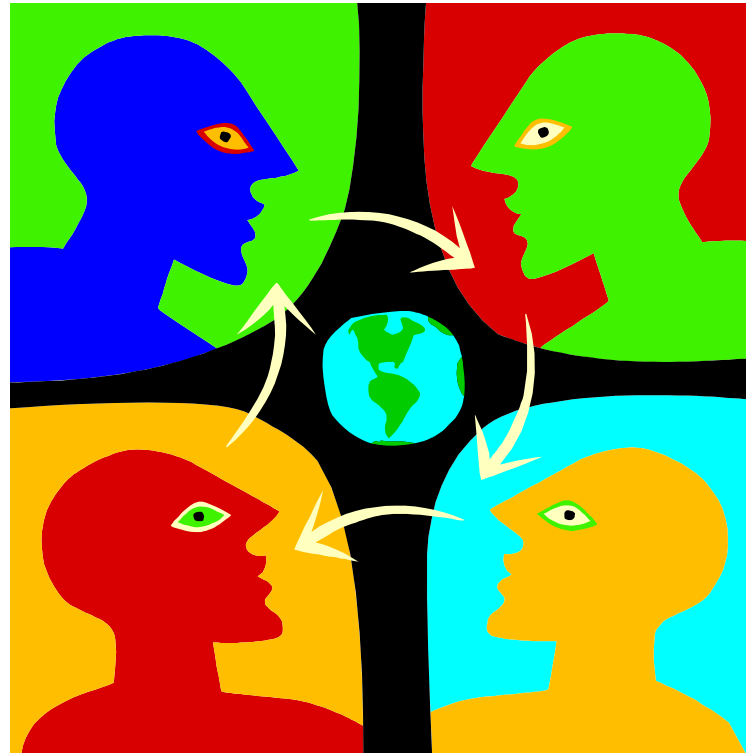
GRADE RANGE

- **Within PATCO category, determine if you want a trainee, full performance, or senior position; this drives grade range.**
 - **Clerical work is procedural (GS-1 to GS-3) or substantive (GS-4 to GS-5).**
 - **Technical work varies from GS-5 to GS-7+.**
 - **Administrative and professional jobs vary from GS-5/7 trainees to GS-11+ full performance.**



What will NSPS do to Classification?

Only
change
the world
as we
know it!



Army
anticipates
converting
GS positions
Spring 2005

The new rules are still being
written. Go to:

<http://www.cpms.osd.mil/nsps/index.html>

for the latest information on NSPS



PATCO PDs

- Once you determine the level of performance for a PATCO category, you are ready to search FASCLASS or PD Library for a typical PD.
- Go to: <http://www.cpol.army.mil>
- Then select “tools” and link to FASCLASS or PD Library.





PD FORMATS

- **The PD format depends upon the OPM classification standard used to grade it.**
 - **Narrative GS (Supervisory Controls & Major Duties)**
 - **Factor Evaluation System (Major Duties plus 9 Factors)**
 - **Narrative WG (Major Duties plus 4 factors)**
 - **GSSG (Major Duties plus 6 Factors)**



PD TIPS

- **Army requires percentages of time on each Major Duty.**
- **Army requires “Performs other duties as assigned.”**
- **FES and GSSG formats require factor levels, points, total points, and grade-point conversion.**



FAIR LABOR STANDARDS ACT

- **Applied to Federal Government in 1974**
- **New 5 CFR Part 551 issued Dec 29 1997**
- **Two categories:**
 - **Exempt: NOT covered by FLSA overtime and minimum wage provisions (see Title 5 instead)**
 - **Nonexempt: COVERED by FLSA overtime and minimum wage provisions**



FLSA - OCONUS

- **Foreign exemption applies to employees permanently assigned or TDY to Europe and other OCONUS sites.**
- **However, when some employees return to US for TDY, they must be converted to Nonexempt on a temporary basis.**
- **Therefore, OCONUS supervisors must be aware of the employees who are Nonexempt in US.**



FLSA - PROVISIONS

- **Overtime**
 - Employees paid 1.5 times the regular rate
- **GS employees may request compensatory time**
 - Nonexempt employees cannot be ordered to take compensatory time
- **FWS employees may request compensatory time**
 - CFR allows, but check your labor agreement



FLSA - SUFFER OR PERMIT PROVISION

- **Any work a Nonexempt employee performs is counted as work:**
 - **Supervisor need not order or authorize**
 - **Sufficient that supervisor has reason to believe work was performed**
 - **Note: Some travel time or training time also considered hours of work**
- **Example: Employee works late or on the weekend and puts completed work in supervisor's "in box". Employee may be entitled to overtime pay.**



FLSA- NONEXEMPT

- **Employees are Nonexempt unless shown to be Exempt**
- **Typical Nonexempt employees are:**
 - Any WG or WL employee
 - Some first-level WS supervisors
 - Technicians below GS-08 and some above
 - GS equipment operators (e.g., pilots)
 - Trainees (lack full independence)
 - GS clerical employees
 - Many GS-09 employees (lack independence)



FLSA - COMPLAINTS

- **Army is developing an official complaint process.**
- **Employees elevate their FLSA concerns through their chain-of-command.**
- **If not satisfied, employees:**
 - **go to Union (where bargaining unit contract applicable).**
 - **go to OPM (when no labor contract).**
 - **go to Court.**



EXERCISE

- **Review Camp Swampy.**
- **Each “pair” of participants will be assigned one position to fill.**
- **Go to FASCLASS or PD Library and locate a suitable PD**
- **Take down job number.**
- **Make note of minor editing that will be required (location, percentages of time, etc.).**
- **35 minutes will be allowed (take short break).**
- **Debrief and move to ART lesson/overview.**